



*Education Focused on Eternity - Impacting Their Forever...*

***Welcome to Valor Christian Academy. We are excited and consider it a privilege to have you as part of the student body here at VCA. We take very seriously the responsibility of providing you with the best education possible within a godly atmosphere. We ask that you as students and parents/guardians take this privilege just as serious.***

***In order to ensure a quality Christian atmosphere and maintain a high level of academic standards, we have established the following policies and procedures for Valor Christian Academy. Unified support of these guidelines is necessary to reach our goal in making sure the school year runs as smoothly as possible, and that you enjoy your time spent at VCA.***

***Please take the time to completely read through this handbook.***

***Chris and Lynette Brown***

We welcome the influence of our appointed Board of Directors who will help guide VCA into the future in a Godly fashion – implementing new ideas and maintaining the integrity of Valor Christian Academy. Questions and concerns regarding the policies and procedures outlined should be directed to our Board of Directors via email at [valoradvisoryboard@gmail.com](mailto:valoradvisoryboard@gmail.com).

### **Board of Directors:**

- Lynette Brown
- Timothy Campbell
- Lynsie Ferguson
- Rick Ferguson
- Duke Oakes
- Diane Howard
- Gammy McKeown
- Tiffany Perkins

*“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6*

*Valor Christian Academy is an Independent Christian School that has been established to provide parents/guardians a place where godly educators and staff can guide students to achieve high academic excellence. Our desire is that all our students attend a school where they are loved and cared for and where godly goals are paramount in the development of each student. We want students to be grounded in the Word of God and be prepared for eternity so that they may go out in the world and prove what is holy and acceptable unto God.*

*The information in this handbook outlines enrollment, policies and procedures, and general information for VCA students, parents/guardians. We look forward to a great school year, as well as, watching your student grow in God's Will for their life.*

*"Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." 2 Timothy 2:15*

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### **PURPOSE**

*Our purpose at VCA is to train and prepare students in a godly atmosphere focusing on providing a Christian education with a solid academic foundation while emphasizing Christian character.*

### **Programs Offered**

*K-4 through Grade 12*

### **Enrollment Procedures**

- 1. Students that are registering for the current school year will not be considered for enrollment until their specific registration period opens. No preference will be given to registration forms brought in ahead of time. Final enrollment decisions will be made by August 1<sup>st</sup> for the upcoming school year.*
- 2. Following our initial enrollment/registration period, new enrollments will only be accepted at the beginning of our 2<sup>nd</sup> and 3<sup>rd</sup> quarters. Please review our 2022-2023 academic calendar for specific dates.*

3. *Student registration/orientation will be held on July 15<sup>th</sup> at 6:00 p.m. for the upcoming school year. Communication will be sent prior to orientation, which will include the following: date, time, and location, please make sure to check your email.*
4. *Registration fees will be due on July 15<sup>th</sup>, during registration/orientation when all forms are turned in. We do accept a split payment option, by mailing one-half of the registration fees to P.O. Box 22615, Owensboro, KY 42304. All payments made will be credited to your account. The first month's tuition will be due no later than August 15<sup>th</sup>, the first day of school.*
5. *New students and parents/guardians must have an interview with the administration prior to enrollment. Enrollment of all students is subject to approval by the administration after student and parent/guardian interviews have been completed. Interviews with existing students and parents/guardians are always available upon request and must be scheduled by the administration.*

## **Admissions Policy**

1. *To enter K-4, a child must be four (4) years of age by October 1<sup>st</sup> of the current school year.*
2. *To enter kindergarten, a child must be five (5) years of age by October 1<sup>st</sup> of the current school year.*
3. *To enter first grade, a child must have completed a recognized kindergarten program.*
4. *VCA has a nondiscriminatory policy and therefore shall not discriminate against students based on race, color, national or ethnic origin.*
5. *VCA reserves the right to refuse admission to, or to request the withdrawal of any student whose behavior, influence, attendance, or progress is deemed undesirable or unsatisfactory and/or, who fails to conform, based upon VCA's policies, procedures, and statement of faith as set forth herein.*
6. *The overall general demeanor of VCA's staff, students, and parents/guardians must be perceived as willing contributors, displaying positive Christian character daily. Any such behavior that fails to portray a unified effort in upholding these wishes, or the handbook guidelines, will lead to their withdrawal request.*

7. Any situation that deviates outside of the handbook guidelines will be reviewed and determined by the administration and advisory board.

## **VALOR CHRISTIAN ACADEMY GENERAL INFORMATION**

### **Classroom Conduct**

*All rules must be observed in every classroom, regardless of who the teacher or volunteer may be. There will be no talking or leaving your seats without permission. "Yes ma'am," "No ma'am," "Yes sir," "No sir," is the chosen and expected method of addressing all adults. Respect, courtesy, kindness, and good manners are always to be practiced toward both students and school staff. Prompt and cheerful obedience is expected.*

### **Activities**

*A consent and release section are included on the registration form. Signing the registration form gives VCA permission for your child to participate in all activities/field trips. Information will be sent home with your child in advance for any planned event. Students who do not attend a school activity will be counted absent unless they have an approved excuse.*

*The school rules apply to behavior and dress code on all field trips. Unless otherwise notified, school uniforms must be worn for all school activities. These activities are arranged for the school and cannot include friends or family unless prior approval has been given.*

### **Closed Campus Policy**

*Students may not leave the school grounds during school hours unless their absence falls under the attendance policy. Visitors are not permitted during school hours, except by permission of the administration. Visitors should check in at the front entrance of the school.*

### **Emergency Information**

*It is important that VCA be kept informed of the parent's/guardian's current address, phone number, place of employment, and employer phone number for emergency purposes. If there is*

*any change during the year, please let us know immediately. Unlisted phone numbers will be kept confidential.*

## **Fundraising**

*All fundraising activities for class, projects, or the school must be approved in advance by the school administration. This includes brochures, flyers, or letters used in fundraising activities.*

## **Telephone Use**

***Students are not allowed to bring cell phones to school, unless the student is a licensed driver that provides their own transportation to and from school. Those student drivers will be required to turn their cell phones over to their teacher upon arrival to school until they are dismissed for the day. Any calls that students need to make must be made from the school phone or their teachers' phone. This will include all school events.***

*It is impossible to ensure the appropriateness of the internet. For this reason, students will not have access to cell phones or any electronic device that has internet capability while at school, including field trips and sporting events whether home or away, or any other school sponsored event. For the safety of our students and staff, random bag checks may occur if VCA administration or staff believe a student is in possession of a cell phone. In the event a student is identified as having an unapproved cell phone, disciplinary action may be taken up to and including suspension.*

## **Items Not Allowed At School**

*The following items are not allowed to be brought to school or taken on field trips, sporting events, fundraisers, etc. by students: cell phones, iPods, iPads, MP3 players or any other handheld, electronic gaming/internet devices, martial arts equipment, teen/dating/video magazines, dating/romance novels, clothing catalogs, Pokémon cards, Harry Potter cards, other anime type cards, laser pointers, guns, or any weapons "real or toy". This, however, is not an exhaustive list. If you have questions regarding an item you wish to bring to school or taken on a field trip, please see your teacher or the administration.*

## **Music, Movies, Magazines, Books and Art**

*VCA does not allow music, movies, magazines, books, or artwork, which does not glorify God onto the school property (this includes, but is not limited to, field trips, sporting events,*

*fundraisers, etc.). The content of such music, movies, and artwork very rarely, if ever, reinforces the kind of godly character we are seeking to develop in our students.*

## **Social and Digital Media Code of Conduct**

*In attempt to preserve the integrity and appropriateness of Valor Christian Academy, a Social and Digital Media Code of Conduct has been created. Those seeking affiliation with Valor Christian Academy will be required to follow those guidelines. Every parent/guardian and student must sign the social media and digital media code of conduct to be enrolled at Valor Christian Academy. All social media platforms utilized by VCA students, parents/guardians, and staff must align with the requirements and values of Valor Christian Academy. This includes Facebook, Instagram, and Snapchat accounts. With that being said, students may not have TikTok accounts or utilize that platform in any way. If students are caught with a TikTok account, they will be expelled.*

## **Dating Policy**

*VCA understands that a growing interest between young men and young ladies is a natural part of life. While VCA administration will be providing biblical guidance as it relates to dating through our Men in the Den, Tigers at Home, and chapel programs, dating amongst students is not permitted at VCA. **VCA administration and our advisory board reserve the right to be the final authority on any issues that may conflict with the dating policy.***

## **Calendar**

*VCA **generally** follows the Daviess County Schools calendar. We will make that information available to you as soon as possible.*

## **Weather Related School Closings**

*In the case of inclement weather or other calamity, which would necessitate the closing of VCA, students and parents/guardians should listen to local television stations, i.e., 14 WFIE, 25 WEHT, and our school website for information on closings and delays. Generally, if Daviess County Schools are closed, then we will be closed. If there are delays, we will likely start at regular time.*

If parents/guardians are concerned about road conditions, they are welcome to bring their children in on a delay and/or pick them up early.

## **Snacks and Lunch**

Students may bring their lunch to school each day, or they may order their lunch on set days through the school. Students are not permitted to bring energy drinks, nor will VCA sell them, during school hours. All lunch information and pricing will be provided during registration/orientation.

## **Recess**

All students (K-4 through 12<sup>th</sup> grade) will have a 15-minute morning break, a 30-minute lunch break, and a 15-minute afternoon break daily. All times for breaks and lunches will be provided during registration/orientation.

## **PARENT/GUARDIAN - TEACHER COMMUNICATION**

The success of VCA will be due largely to the dedicated efforts of the teachers and parents/guardians. The school desires that teachers and parents/guardians communicate on a regular basis regarding academics as effective communication is the most important link in addressing and solving issues. Parents/guardians are encouraged to email their student(s) teacher(s) with questions and concerns as needed.

## **Conferences**

Either the parent/guardian or the teacher may request a conference. Their purpose may be to solve a problem or simply to let the parent/guardian become acquainted with classroom procedures and to receive an update on the student's progress. If you desire a conference, please contact the teacher or the office to schedule an appointment. Conferences may also be requested with the school administrator if the situation warrants.

## **Report Cards**

Report Cards will be issued every nine weeks during the school year. Both parents/guardians will be asked to sign the Report Card and return it to the teacher the following day.

## **ATTENDANCE POLICY**

*Regular attendance is essential to successful class work. All students must attend school every day unless an absence is unavoidable. When a student is absent, a note explaining the reason for the absence must be sent to the teacher on the day the student returns to school. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments should be scheduled around school hours. Students must be sent at least six (6) hours to be considered present at school. Students are expected to participate in all special school sponsored events until the school year is complete. This especially pertains to graduates until after the graduation ceremony, to ensure proper letter grade.*

*Absences due to the following will be considered excused absences:*

- *Illness*
- *Death in the immediate family*
- *Absences approved in advance by the school administration*

1. *It is the student's responsibility to check with the teacher concerning make-up work.*
2. *No student may be absent more than four (4) unexcused days per school semester. Accumulation of eight (8) unexcused absences in a school year will result in loss of credit for all courses. No student may have more than four (4) unexcused absences per semester, or it will result in loss of credit for all courses for that semester.*
3. *Any student with more than four (4) consecutive unexcused absences will be reported to the Truancy office as required by law.*
4. *If the student has had an extended illness, the administration will review the case. Students should remain home for 24 hours if they have a fever or a potentially contagious illness. Please refer to the health information section for more information on potentially contagious illnesses.*
5. *No student will be allowed to take part in extracurricular activities if he or she is absent from classes that day unless previously excused by the administration. Students habitually unable to attend school on the day following activities will be dropped from such activities.*

### **Tardiness**

*Tardiness is extremely disruptive to the operation of the school. Students are expected to make every effort to be at school and class on time. When a student is tardy to school, he/she must be signed in by the parent/guardian explaining the reason for the tardy.*

*Students will be allowed three (3) excused tardies per quarter. Students are considered tardy if they are not in class by 8:05 a.m. An accumulation of four (4) tardies in any quarter will be counted as one (1) absence.*

## **School Hours**

*School hours for K-4 and kindergarten will be from 8:05 a.m. until 12:00 p.m. Monday through Friday. After-school care will be available Monday through Friday for all K-4 and kindergarten students from 12:00 p.m. to 3:00 p.m. Fees for this program will be discussed during registration and orientation.*

*School hours for 1<sup>st</sup> grade through 12th grade will be from 8:05 a.m. until 3:00 p.m. Monday through Friday.*

## **GENERAL HEALTH GUIDELINES**

### **Medication Policy**

*All prescription medications must come in their original container with the child's name, pharmacy, physician, medication, and directions for use clearly visible on the label. All medications will be kept in the school office (or refrigerator if needed) and will be administered by the students' teacher or office personnel. The school will provide a prescription medication form that must be completed by the parent/guardian and will be kept on file in the school office. The one exception pertains to asthma medications. Please contact the school office for the procedures that must be followed in the case of a student with active asthma.*

*All over-the-counter medications such as, but not limited to, cough syrup and cough drops, antacids, allergy relief, sinus headache medicines, etc. will be kept in the school office and will be administered with a written note from the parent(s)/guardian(s), which shall include the dosage information. Cough drops may be used in the classroom if they are necessary. A record will be kept for all medications dispensed from the office.*

### **Health Information**

*All students are required to have a birth certificate and certificate of immunization copy on file at VCA.*

All students enrolling for the first time in K-4 or kindergarten and above must also submit a physical examination form. The physical exam must be within twelve (12) months prior to registration to VCA. Established students entering the sixth (6<sup>th</sup>) grade must have a second physical examination.

All forms must be on file with VCA prior to the beginning of the current school year. Students may not begin the fall term without the necessary forms on file. This is required by the Kentucky State Department of Health and is not optional. VCA requests that any student with a contagious condition, or a student who has been exposed to a contagious condition, such as stomach virus, strep, chicken pox, pink eye (conjunctivitis), lice, etc., remain at home until all possibility of contagion is past.

### **Illegal Drugs**

The possession, sale, or use of illegal drugs is strictly prohibited. This is including, but not limited to alcohol, tobacco, or any type of inhalant. Violation of this policy will result in immediate expulsion. Any student requiring prescription medicine must have the approved form on file in the office; the medicine will be kept in the school office. Please refer to the medication policy for more information.

### **DRESS CODE**

VCA will have a uniform dress code for all grades. We believe that both our young men and young ladies should dress modestly, set by our high standards as a Christian school. A student will receive demerits for violation of any of the following dress codes and be asked to immediately correct the issue. The dress code is always in effect on school property and at any school activity including all sport functions whether the activity is on the school property, and whether it is during school hours.

#### **Boys' Dress Code**

All boys, K-4 through 12th grade, will be required to wear a polo shirt with tan, navy, black, or gray dress pants or shorts (to the knee). Pants/shorts are not to be skinny style, frayed, have holes, frayed, and/or have pockets on the legs, example: cargo pants. **Jeans may be worn on dress down days however, they must NOT be skinny style, tight, frayed, or have holes regardless of if there is a patch of any kind underneath.** Casual, athletic, or dress shoes are acceptable (no flip-flops, including shoes that have exposed heel or open toe), and belts are always required. Belts must be plain with no wording except for approved logos (i.e., Under Armour, Nike). When the school is participating at an event, an oxford shirt and tie may be required depending on the event. Boy's hair must not be on the collar or touching the ears;

*bangs must be kept trimmed and neat. Facial hair is not permitted for boys. Facial jewelry is not allowed for any students, i.e., nose rings/studs, lip rings/studs. Necklaces and bracelets are not allowed unless they pertain to a medical condition. VCA and “WWJD” wristbands are also permitted. Body tattooing will not be allowed, whether temporary or permanent. Any unnatural hair color, i.e., blue, maroon, clown red is not allowed. Shaved hair that would be considered worldly, is not allowed.*

### **Girls' Dress Code**

*All girls, K-4 through 12<sup>th</sup> grade, will be required to wear polo shirts with tan, navy, black, or gray skirts, skorts, skirtlots, jumpers, dress pants, capris, or shorts (no higher than mid-knee when standing). Pants/capris/shorts must not be skinny style, denim, frayed, have holes, and/or have pockets on the legs, example: cargo pants. Jeans may be worn on dress down days however, they must NOT be skinny style, tight, frayed, or have holes regardless of if there is a patch of any kind underneath. Websites to consider for skirts: [www.dressingforhisglory.com](http://www.dressingforhisglory.com) and [www.modestyinmotion.com](http://www.modestyinmotion.com). The hemlines of skirts must be no higher than the middle of the knee when standing. Slits that require modifications **MUST** be sewn and not pinned. Casual, athletic, or dress shoes are acceptable (no flip-flops, including shoes that have exposed heel or open toe). Girl's hair is to be kept groomed and neat. Excessive jewelry is not permitted (one earring per earlobe – pair only). Facial jewelry is not allowed for any students, i.e., nose rings/studs, lip rings/studs. Choker necklaces will not be permitted. Body tattooing will not be allowed, whether temporary or permanent. Any unnatural hair color, i.e., blue, maroon, etc. or unnatural hair styles, i.e., partially shaved hair, or shaved hair that would be considered worldly, is not allowed.*

*All uniform tops are available for order year-round through Artwear Express. Parents/guardians may select from various colors, long sleeve, short sleeve, ladies cut for our young women, and a traditional cut via their website. In addition, Artwear Express will also offer uniform sweatshirts with the VCA logo in various colors. All uniform top requests must be submitted through Artwear Express and will not be handled by Valor Christian Academy. Please visit Artwear Express at <https://artwearexpress.com/product-category/existing-customers/valor-christian/valor-uniforms/> or by phone at 270-685-4007.*

### **General Dress Code Information**

*When class is in session the VCA uniform top shall not be covered with any apparel other than the approved VCA uniform sweatshirts offered through Artwear Express via the website listed above. During school hours, students will not be permitted to cover their uniform tops with anything other than the approved VCA uniform sweatshirt. Students may not cover their uniform top with Tiger Gear. Long sleeved or short sleeved t-shirts may be worn under the polo shirts.*

*There will be dress code standards for physical education classes, sporting events and all extracurricular activities. Clothing worn on assigned “dress down” days may not advertise or promote alcohol, tobacco, worldly music singers or channels (MTV, VH1, etc.) wrestling, movie stars, other primary and secondary schools, or any other questionable items. Shirts and sweatshirts that promote colleges are allowed. Articles of clothing may not imitate styles worn by gangs. It is considered immodest to wear clothing that is revealing or tight fitting, for this reason we ask that you allow enough ease so that the clothing is not tight. Also, undergarments are not to be seen. The administration reserves the right to be the final authority on clothing, fashions, or hairstyles that it considers inappropriate for the occasion. Any dress code infraction will necessitate a call to the parent/guardian, the student changing clothes to correct the infraction, and additional disciplinary action as deemed necessary by the administration.*

## **Personal Hygiene**

*It is the responsibility of the parent/guardian to make certain your student arrives at school each day properly groomed, wearing a clean fresh uniform, maintaining personal hygiene throughout the day. The appropriate attention to these needs should be given by applying deodorant before and after physical education class.*

## **DISCIPLINARY GUIDELINES**

*VCA’s purpose is to have excellent academic instruction and character development; two of the many reasons we proudly call ourselves a “Christian” school, not just a “Private” school. Our rules are not complicated; they are designed to facilitate the learning process, to aid in developing godly character, and to honor the Lord. In the interest of what VCA was truly created for, we will not accept students whose parents/guardians refuse to sign the registration form indicating your support of our policies and procedures as stated in the handbook.*

*It would be impossible to detail every offense for which we might discipline a student. However, action(s) which evidences disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, the perception of, or disregard of the policies and procedures outlined in the handbook, and other such misdemeanors will be handled with demerits by the teacher in such ways as he/she considers best for the student.*

## **Demerits**

*The following demerit system has been designed to give the student/parents/guardians an objective picture of the student’s general behavior. Students may serve their detention time*

*during breaks, at the end of the school day or the next school day. This may require the student to stay after school hours.*

*3 demerits per day - 15-minute detention*

*4 demerits per day - 30-minute detention*

*7 demerits or more within the same week – 30-minute detention the following Monday.*

*If any student receives 7 demerits or more in the same week, it will result in a meeting with teacher/student/parent/guardian.*

*Any student accumulating 6 demerits or more in the same day will be automatically suspended the next school day.*

## **Suspension**

*Recurrent behavior problems such as continued cheating, disrespect toward authority, fighting or blatant disregard for the policies of VCA may require a phone call to parents/guardians, a note home to the parents/guardians, being removed from the classroom, parent/guardian teacher conference(s), parent/guardian administration conference(s), and/or finally a suspension of one (1) to three (3) days may be applied. As a result of suspension, the student may receive a loss of one letter grade for all subjects for that semester. All schoolwork must be made up for missed days before returning to school.*

## **Dismissal**

*If other forms of discipline have not brought about the desired results and after all other possibilities have been exhausted, including board member advisement, dismissal may be implemented. A student who has been dismissed from VCA may lose credit for the current semester and may not return to VCA for remainder of school year. Student may return to VCA the following school year only after requesting and receiving the permission of the school administration.*

1. *Conduct probation may be awarded as an interim step to removal as considered appropriate by the administration while behavior problems are deliberated.*
  
2. *A suspended or dismissed student, regardless of the reason for the disciplinary action, is not allowed on campus during school hours. He/she may not attend any school sponsored activity during their dismissal period.*

3. We welcome all questions that may arise as we strive to maintain transparency in our communications with the student body and parents/guardians. Our goal in being transparent allows us to promote and nurture the best possible relationship between the parents/guardians and the school.

## **TUITION**

### **Registration/Material Fee**

K-4 through 12th Grade .....	\$400.00 per student
Stanford 10 Testing Fee (3 <sup>rd</sup> – 12 <sup>th</sup> ).....	\$35.00 per student
	*Stanford 10 testing will be conducted in the spring
New Student Assessment Testing Fee.....	\$25.00 per student

### **Tuition**

Grades K-4 – 12 .....	\$2,300 per student
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*Tuition is based upon the academic year. Regardless, if a student were to attend half days or graduate early, the full balance would be due.*

### **Dual Enrollment**

*Dual enrollment is approved for qualified juniors and seniors on a case-by-case basis. In addition to VCA being notified of a student's dual enrollment, administration must also be provided with a copy of the student's college schedule. As we encourage the continued development of our juniors and seniors, students who are dual enrolled will be given approval to attend half day classes at VCA however, they may only do so on days in which they have a college class scheduled. The student must attend VCA for the full day in which they do not have college classes scheduled.*

**All tuition payments must be paid in full by the 5<sup>th</sup> of each month. Any payment that is paid after the 5<sup>th</sup> of each month will result in a \$25-dollar late fee.**

## Explanation of Fees

*Registration and materials fees are nonrefundable and are due with the registration form at orientation. All tuition and registration fees should be in the form of a check made payable to Valor Christian Academy. Tuition payments should be sent to Valor Christian Academy, P.O. Box 22615, Owensboro, KY 42304. All payments should come in the form of check, cashier's check, bank draft or money order; cash will not be accepted. Tuition payments will not be accepted at Valor Christian Academy, unless approved by administration. Debit/Credit cards are accepted. There will be a 3 % service charge added to all card payments. Venmo is also accepted. Tuition and registration fees listed above are for the 2022-2023 school year only.*

*All outstanding fees must be paid in full before a student can re-register or receive transcripts.*

## Discount Policy (Grades K-4 through 12)

1. *A 10% tuition discount is granted to all families that have three (3) or more children enrolled in the current school year.*
2. *A 10% discount is granted to all families that have a parent/guardian who serves in fulltime ministry.*
3. *Currently VCA does not offer students, parents/guardians or employees work scholarships in lieu of tuition.*

## Other Fees

*There will be set fees for students who choose to participate in any organized team sports. School outings, field trips, and sporting events may also require additional fees. Below is a list of other fees that may be incurred throughout the academic year and athletic season.*

• <i>Kingdom Coming:</i>	\$35.00
• <i>Spring Fling:</i>	\$25.00
• <i>Graduation (cap, tassel, and diploma):</i>	
○ <i>Seniors:</i>	\$60.00
○ <i>8<sup>th</sup> Grade:</i>	\$30.00
○ <i>K5:</i>	\$30.00

**Other Information**

*All academic and sport activities are for VCA campus students. This includes the students whose parents are on staff or serve on the VCA advisory board. All school policies must be followed by every student that participates in both academic and sport activities.*